



Manual

INTERNATIONAL PROPRIOCEPTIVE NEUROMUSCULAR FACILITATION ASSOCIATION (IPNFA®)

Version : October 2025

All new information following the recent AGM is in blue text and the title to amended and new sections have **yellow highlight**.

Content

1. Constitution

1.1. Name, Headquarters, Objectives

1.2. Memberships categories

1.3. Organization

1.4. Revision of the Statutes and Dissolution of the Association

2. Rules and Regulations

2.1. IPNFA® / Members

2.1.1 Members in general

2.1.2 Instructors

2.1.3 Assistants

2.1.4 Associated members

2.2. Committee

2.2.1 Executive Committee

2.2.1.1 AGM

2.2.1.2 Treasurer / Revisors

2.2.2 Education Committee

2.2.3 Research Committee

2.2.4 Public Relation Committee

2.2.5 Peer Grievance Committee

2.2.6 Nominating Committee

2.3. Course – System

2.3.1. Participants

2.3.2. Courses offered

2.3.3 Progression of the IPNFA® Program

2.3.4. Persons who have attend the KFRC Vallejo Program

2.4. Instructor – training procedures

2.4.1. BASIC COURSE INSTRUCTOR

2.4.2. ADVANCED COURSE INSTRUCTOR

2.4.3. SENIOR INSTRUCTOR

3. Common Script

4. Forms and templates

4.1. Course certificate

4.2. Submission Procedure for Proposals on Instructor Day

4.3. Guideline „How to write Proposals“

4.4. Procedure for submitting an official Grievance

4.5. IPNFA® course Video Consent and Release form

1. Constitution

1.1 Name, Headquarters, Objectives

Art. 1.

Name

Name of the Association is the International Proprioceptive Neuromuscular Facilitation Association (IPNFA®) and is an association according to article 60 ff. of the Swiss Civil Law Book.

Art. 2.

Headquarters

Headquarters of the IPNFA® is Oensingen, Switzerland.
The official language is English.

Art. 3.

Definition

The IPNFA® is an international non-governmental, voluntary, non-profit professional association.

Membership is not subject to any restrictions based on nationality, ethnicity, creed, political views, gender, sexual orientation, or social status.

Art. 4.

Objectives

The purposes of the IPNFA® are:

- a) To promote further worldwide development of the clinical use of PNF.
- b) To maintain continuity and standards in PNF techniques.
- c) To maintain continuity and standards in PNF course material for beginning and advanced students.
- d) To educate and train new PNF instructors.
- e) To promote research into PNF theory and practice.
- f) To identify further developments in the PNF concept.
- g) To ensure that developments in neurophysiology and other related fields are incorporated into PNF clinical practice.
- h) To develop peer review in order to maintain the necessary clinical and educational standards required to teach PNF.

1.2. Membership-categories

Art. 5.

a. Full member

Those persons who are recognized by the IPNFA® as instructors.

b. Retired instructor

Those persons who are recognized by the IPNFA® as instructors but have retired as instructors – i.e. they no longer give IPNFA® courses.

Art. 6.

Associate member

Those persons who actively use PNF or are involved in relevant research, have taken a basic post-graduate PNF course, and have a written recommendation from an IPNFA® instructor.

Associated members, who are recognized IPNFA® assistant, have one single vote in elections of committee members and voting on proposals during the AGM. The assistants who are physically present will select their chairperson before the meeting starts. The selected chairperson will be responsible for presenting the IPNFA® assistants single vote for each election and proposal at the AGM.

Art. 7.

Honorary member

Those persons nominated by an IPNFA® member and awarded the honor by a 2/3 majority vote of the Annual General Meeting.

Art. 8.

Inactive member

Those full members who continue to pay their dues, but have not attended an Annual General Meeting for four (4) consecutive years.

Art. 9.

Membership application

- a) Is to be sent to the secretary. The Executive Committee must decide unanimously on the application.
- b) The new members will be presented to the general membership at the next Annual General Meeting.
- c) In case of a refusal, it is possible to have an appeal to the Annual General Meeting where 2/3 majority is required to accept the applicant; Art. 17.
- d) The instructor who wishes to acquire the status of “retired instructor” will send her/his application to the Executive Committee. The Executive Committee must decide unanimously on the application

Art. 10.

a. Rights & Duties

- a) Full members have the right to vote, attend and speak at all IPNFA® functions, be the chair/member of committees and receive all correspondence. They pay full dues. They must attend the AGM (Instructor Day and Business Days) every four years.
- b) Associate members may attend and speak at all IPNFA® functions and receive all correspondence, but may not vote. They pay full dues.
Associated members, who are recognized IPNFA® assistant, have one single vote in elections during the AGM. The participating assistants elect their chairperson before the meeting starts. For elections they can discuss their opinion and their one (1) vote will then be given by the chairperson.
IPNFA® assistants must attend the AGM (Instructor Day and Business Day) every four year.
- c) Honorary members may attend and speak at all IPNFA® functions. They pay no dues and may not vote, unless they are full members.
- d) Inactive members may not vote until they are reinstated; Art. 12.
- e) Retired instructors no longer have the obligation to do postgraduate training but she/he has the duty to attend the AGM at least once every four years. She/he retains the right to vote and will pay half the amount of an instructors dues.

b. Use of the trademarks of the IPNFA®

Only full members (recognized IPNFA® instructors), according to art. 5a, who comply with all requirements at any time, are authorized to use the trademark(s) owned by the Association, namely the trademark “IPNFA®”.

The trademarks shall only be used in the scope authorized by the Association. By all means, and as a basic principle, the use of the trademarks shall always occur in the interests of the association and for its benefit.

In case of termination of the status of full membership – either termination or change to another type of membership (see art. 5) – the right to use our trademark(s) shall expire upon this termination and the member shall refrain from any use of any trademark(s) owned by the Association.

Any infringement of the proper use of the trademark(s) pursuant to this bylaw as well as any specific agreement (e.g. a license) between the IPNFA® and the instructor will initiate legal actions, inter alia damage payment of at least CHF 10'000 for each infringement as well as an expulsion. The right to take legal action is expressly reserved.

Art. 11.

Resignation

- a) To be sent in writing, with an explanation, to the President. It is effective immediately.
- b) There will be no monetary settlement.

Art. 12.

Re-application

- a) To be sent in written to a member of the Executive Committee.

- b) If membership requirements are still in order, the Executive Committee, with an unanimous vote, may re-instate the member.
- c) An inactive instructor will become active again by informing the Executive Committee and by attending the AGM (both business day and instructor day).

Art. 13.

Membership termination

- a) Members who no longer fulfill the requirements, do not follow the rules and regulations, or act in ways severely divergent to the IPNFA® objectives as stated in Art. 4. can be expelled from the IPNFA® by a 2/3 majority vote of the General membership; Art. 17.
- b) Members, who are 2 years behind in dues payment, may be expelled by the Executive Committee. In exceptional circumstances, the Executive Committee may allow for an extension of dues payment, if this has been applied for in writing.

Art. 14.

Membership reinstatement

- a) Members who have been expelled under Art. 13a. may apply for reinstatement after 2 years.
 - i. The Peer Review/Grievance Committee will investigate the member's eligibility for reinstatement, in light of the original complaint, and report it's findings to the General Meeting.
 - ii. Ex-members may speak on their own behalf.
 - iii. A 2/3 ballot vote of the General Meeting is required for reinstatement; Art. 16.
- b) Members who have been excluded from the membership due to default in payment of dues, Art. 13b., may be reinstated by the Executive Committee provided that:
 - i. they still meet the requirements as stated in Art. 5,6,7
 - ii. they pay current and back dues except when decided otherwise by the Executive Committee.

1.3. Organization

Art. 15.

Organs

The Organs of the IPNFA® are

- the General Meeting
- the Executive Committee
- the Revisor

Art. 16.

General Meeting: calling of

- a) The Annual General Meeting (AGM) will be held annually. The meeting will be called by the president. The time and place (with invitation) shall be announced

in writing no later than 4 months before the meeting. The agenda will be sent at least one month in advance.

- b) The Executive Committee may call an extraordinary Annual General Meeting:
 - of itself
 - the written request of at least 20% of the voting Membership.
- c) This meeting must take place within 4 months of the request.

Quorum

The General Meeting may make decisions when 1/5 of the voting membership is present.

Decisions

- a) Decisions will be made by simple majority of the voting membership present.
- b) Written absentee voting is allowed on motions, sent to the membership in writing at least one month prior to the Annual General Meeting.
 - The absentee vote must be sent to the IPNFA® President at least two weeks prior to the Annual General Meeting.
 - Absentee votes are void on motions which have been amended.
- c) In case of a tie, the vote of the president will decide .
- d) Exceptions are the Articles 8, 9, 13a, 14a iii, 29, 30.

Agenda

- a) Decisions cannot be made on subjects not on the agenda.
- b) An addition to the agenda may be made at the Annual General Meeting and discussed if time allows.
- c) The order of the agenda can only be changed by an Annual General Meeting decision .

Bylaws / Constitution

Motions to amend the bylaws / constitution must be sent to the Secretary no less than 2 months prior to the Annual General Meeting.

Conduct

The conduct of the meeting shall be suggested by the presiding officer and agreed upon by the voting membership.

Art. 17.

Responsibility

- a) The Annual General Meeting (AGM) is the uppermost organ of the IPNFA®. It decides in case of appeals on decisions from the Executive Committee.
- b) It is also responsible for:
 - Election of the Executive Committee.
 - Election of the Revisor.
 - Election of the Peer Review/Grievance Committee.
 - Election of the Nominating Committee.

- Election of the Educational Committee.
- Election of the Research Committee
- Acceptance of the Minutes.
- Acceptance of the Budget and the annual Financial Report.
- Setting the amount of annual dues to be paid.
- Expulsion of members Art. 13a..
- Reinstatement of members Art. 14b iii.
- Acceptance and or revision of the Bylaws/Constitution.
- Amend, suspend or rescind the rules and regulations.
- Decision to terminate the IPNFA®; Art. 30.

Art. 18

Executive Committee

The Executive Committee consists of:

- the president
- the vice-president
- the secretary
- the treasurer
- the member at large

Meetings

The Executive Committee will meet at least annually. The meeting will be called by the president.

Quorum

The Executive Committee can make decisions when 2/3 of its members are present. For decisions a simple majority is necessary.

Length of office

- The length of office is 3 years for president, vice-president, member at large and secretary.
- Elections for these offices are held on a rotational basis.
- Re-election is permitted.
- The office of treasurer is appointed by the Executive Committee.

Expenses

- Hotel and meal costs for the Executive Committee will be paid by the IPNFA® for the length of the meeting plus one day.
- Other Executive Committee expenses may be reimbursed as decided by the General Meeting.

Art. 19.

Executive Committee

The responsibilities of the Executive Committee are:

- To prepare and call the General Meeting.
- To handle IPNFA® business.
- To handle the financial business of the IPNFA®: bookkeeping, management of the bank accounts, presenting the financial report to the AGM.
- To regulate collective signing authority of two members of the Executive Committee.
- To carry out decisions from the General Meeting
- To form the necessary committees to support in its duties.

- To re-instate an inactive member, Art. 12.
- To terminate membership, Art. 13b.
- To re-instate a resigned member, Art. 14b i, 14b ii.
- To receive complaints brought against members of the IPNFA® and/or the Association and review the complaint or send it to the appropriate committee for review, Art. 14a.

Art. 20.

President

The responsibilities of the president are:

- Representation of the IPNFA® to the public and other organizations.
- To organize the Annual General Meeting
- To conduct the Annual General Meeting
- Delegate duties to other members of the Executive Committee.
- To receive membership resignations, Art. 11.
- To make decisions in urgent situations.
- To receive written absentee votes

Art. 21

Vice-president

The responsibilities of the vice-president are:

- To assist the president
- To take over the duties of the president in case of his/her absence.
- To assist the host country with the planning and coordination of the educational portion of the Annual General meeting.

Art. 22.

Secretary

The responsibilities of the secretary are:

- Organisation of the Annual General Meeting in writing.
- To take, write and send the Minutes of the Annual General Meeting, and all other necessary written information, to the members.
- To be contact person for application for membership.
- To maintain the membership list.

Art. 23.

Treasurer

The responsibilities of the treasurer are:

- To prepare and maintain the budget.
- To pay and record all appropriate bills on behalf of the IPNFA®.
- To prepare and present the financial report to the Executive Committee and the Annual General Meeting.
- To send the accounts and bills to the revisor to be checked before the Annual General Meeting.

Art. 24.

Revisors

The responsibilities of the revisors are:

- The review of the financial report with a written statement presented to the Executive Committee and the General Meeting.

The term of office is three years. Re-election is possible

Art. 25.

Peer Review/Grievance Committee

- The Peer Review/Grievance Committee will consist of three voting members, each from different countries. One must be an Advanced Instructor (or higher) and one must be a Senior Instructor. Each member will be elected on a rotational basis at the General Meeting.
- The Peer Review/Grievance Committee members may not simultaneously be members of other IPNFA® committees
- The term of office will be three years.
- Re-election is possible.
- The Committee will meet only as required one meeting with the Executive Committee prior to the Annual General Meeting.
- The Committee will elect its own chairperson.

Duties:

- To review all grievances from within and without the association sent to them by the Executive Committee.
- To present a written opinion and solution of the grievances to the person involved.
- If the persons involved do not agree with the written opinion/solution, it will be sent to the Executive Committee to be presented to the General Meeting for the final decision, which is binding; Art. 17.

Art. 26.

Nominating Committee

- The Nominating Committee will consist of 3 voting members elected at the Annual General Meeting.
- The term of office will be three years.
- Re-election is possible.
- The Committee will meet as required.
- The Committee will elect its own chairperson.

Duties:

- To prepare a slate of at least two names (when possible) from those persons consenting to serve if elected, for each office and committee. The slate shall be presented to the membership at least 30 days before the Annual General Meeting, at which time nominations from the floor shall be in order.

Art. 27.

Education Committee

- The Education Committee will consist of 6 voting members, 5 of whom are elected at the General Meeting.
One of the 6 members is the person in charge of the PNF program in Vallejo, or a designee of the Vallejo program, assuming she/he is a voting member of the IPNFA®. At least one of the 5 remaining members will be from Europe and at least one from outside Europe. A minimum of 2 members must be Senior Instructors, or Senior Instructor candidates.
- The members will be elected on a rotational basis
- The term of office is three years.
- Re-election is possible.
- Every year two positions will be vacant, every third year one position.
- The Committee will meet as required.
- The Committee will elect its own chairperson.

Duties:

- Review and development of IPNFA® courses, including content, objectives and evaluation procedures.
- Control and application point for assistant training and Instructor Course:
 - Define criteria for the Instructor Course and AQC Course.
 - Select participants / candidates for level 5, AQC and Instructor Courses.
 - Selection of candidates according to the evaluation papers.
- Report at the Annual General Meeting.

Art. 28.

Research Committee

- The Research Committee will consist of 6 members, elected at the Annual General Meeting.
- At least 3 members must be full members.
- The term of office is three years.
- Re-election is possible.
- Every year two places will be vacant.
- The committee will elect its own chairperson.

Duties:

- Stimulate PNF research within the IPNFA®.
- Offer results of PNF research to all IPNFA® members.
- Look for lectures about research on the Annual General Meeting.
- Review old and new literature and select relevant articles.
- Make proposals and give suggestions to the Educational Committee and the organization of the Annual General Meeting.
- Report on the Annual General Meeting.

Art. 29

Public Relations Committee

- The Public Relation (PR) Committee will consist of 5 members, elected at the Annual General Meeting.
- At least 2 members must be voting members.

- The term of office is three years.
- Re-election is possible.
- The committee will elect its own chairperson.

Duties:

- To develop PR strategies and campaigns to promote PNF
- To check the different kinds and types of social media and partnerships which could be appropriate for the IPNFA®
- To cooperate with the IPNFA® webmaster to connect the appropriated social media with the homepage of the IPNFA®
- To build up awareness for PNF and connections with other medical profession, researchers, teachers, institutions like universities, hospitals, rehabilitation centers with the objective to promote PNF
- To contact IPNFA® members to propose and to prepare PR materials like flyers, posters, short movies, etc.....
- To build up a list / data base of the PR material which can be used by all members of IPNFA® to promote PNF during courses, AGM, workshops, congress for professional and patients
- To get in contact with the Executive Committee to discuss and obtain an appropriate budget
- Report their work at the annual meeting

1.4. Revision of the Statutes and Dissolution of the Association

Art. 30.

Revision

- A quorum is required to revise the Bylaws / Constitution with a 2/3 majority vote; Art. 17.
- The members have to be informed of the proposed change(s) by the Executive Committee at least 1 (one) month prior to the next called Annual General Meeting.

Art. 31.

Dissolution of the IPNFA®

- The decision to dissolve the IPNFA® must be made at the Annual General Meeting.
- The members have to be informed in writing of the dissolution proposal by the Executive Committee at least 1 (one) month prior to the Annual General Meeting.
- A quorum is required.
- If a quorum is not present, an extraordinary Annual General Meeting may be called on the same day at the end of the first Annual General Meeting. At this second, extraordinary Annual General Meeting, a quorum must not be present.
- At either the Annual General Meeting or the extraordinary Annual General Meeting, a 2/3 majority vote is required to dissolve the IPNFA®.
- If the IPNFA® is dissolved, the accounts of the IPNFA® must be settled at that time by the Executive Committee.
- Any assets are to go to a PNF related group(s), which will be decided on by the General Meeting.

Founding Executive Committee:

Louise Rutz-LaPitz, PT
President
Casey Kern, PT
Secretary

Bettina Lang, PT
Vice President
Math Buck, PT
Treasurer

Updated:

Mainz, Germany	October 1999
Vallejo, USA	September 2003
Tokyo, Japan	October 2005
Vallejo, USA	October 2007
Graz, Austria	October 2010
Vallejo, USA	October 2011
Budapest, Hungary	October 2012
Vallejo, USA	October 2015
Munich, Germany	October 2016
Vallejo, USA	October 2019
Oensingen, Switzerland	October 2020
Frankfurt, Germany	October 2022
Sofia	October 2023
Osaka, Japan	October 2024
Berlin, Germany.	September 2025
Budapest, Hungary	October 2025

Reference book:

„Vereinsgründung/Vereinsführung“, Robin P. Marcher
Verlag Organisator, Zürich 1989.